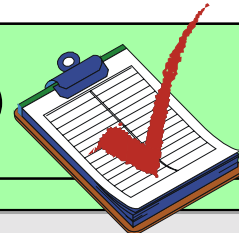


CHS CHECKUP



A publication by and for employees of the Kentucky Cabinet for Health Services

Jan. 30, 2003

NEWS BRIEFS

Suggestion Box

The Division for Technology Resources has an on line suggestion box that can be found at: <http://chsnet/employees/suggestion-box/suggestions.asp>. We encourage any person that wishes to make suggestions to Information Technology to use this system

Suggestions are anonymous; therefore, if the person making the suggestion desires a response, they should include their name in the suggestion.

If other agencies are interested in establishing an electronic suggestion box for their agency staff, please contact Valerie Armstrong at 502-564-7510 Ext. 3625.



TIP OF THE WEEK

Most Americans know that their diet influences their cholesterol levels. There is conclusive proof that the right diet can slow or even modestly reverse the progression of atherosclerosis, which occurs when excess cholesterol accumulates along artery walls, hardens, and eventually narrows blood vessels. When a blood clot lodges in an artery narrowed by these fatty cholesterol deposits, blood supply is cut off and a heart attack or stroke can result. Changing your diet to eat less fat is the best offense in lowering cholesterol.

Smallpox Vaccination Begins At DPH

Department for Public Health Commissioner Dr. Rice Leach received the first inoculation Thursday, Jan. 30, in Kentucky's stage one of the President's smallpox preparedness plan, which calls for vaccinating members of Smallpox Response Teams across Kentucky.

A "Train-the-Trainer" session on administering the smallpox vaccine was also held Thursday for DPH staff who will serve on investigation or vaccination teams. The total number of vaccinees for the day was 21.

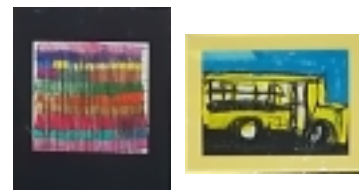
The Centers for Disease Control and Prevention recently approved Kentucky's Pre-Event Vaccination Plan to offer smallpox vaccine to up to 8,000 members of Smallpox Response Teams made up of health care workers and other public health professionals across the state. Individuals to be offered the vaccine have been identified by local health departments and acute care hospitals to provide medical, disease investigation and vaccination capabilities in the event of a smallpox outbreak. Vaccination is strictly voluntary.

CDC epidemiologist assigned to DPH, Doug Thoroughman, noted that employees who did not receive the vaccine shouldn't be overly concerned about possibly working with recently vaccinated employees. "We want to reassure DPH employees that there is minimal risk of other (non-vaccinated) employees becoming infected with the vaccinia virus used in the smallpox vaccine. Inadvertent transmission like this can only occur by direct contact with infected material from the vaccination site of those who were vaccinated. The risk is further lessened by proper covering of the vaccination site with bandage and clothing and all vaccinees have been trained in proper site care so that they will protect others around them with these coverings."

For more information about smallpox or smallpox vaccine visit <http://www.bt.cdc.gov>



Milly Noonan gives DPH Commissioner Rice Leach his smallpox inoculation.



People discuss the art exhibit during the Minds Wide Open Artist reception held Jan. 30 in Frankfort. The 5th floor exhibit features work by artists with cognitive disabilities.

"...promoting and safeguarding the health and wellness of all Kentuckians."

CHS Energy Savings Plan

As part of state government cost cutting initiatives, Gov. Paul Patton has directed all state agencies to reduce utility costs by 10 percent. CHS had to develop an "Energy Savings Plan" that sets out how we will achieve this goal in buildings it operates as well as those it leases from private entities or other state agencies. By taking these steps, our facilities will become more energy efficient and cost less to operate which in turn will positively impact our budget as well as the state's as a whole.

Here are some suggestions that we, as employees, can do to help reduce utility costs:

- ◀ Where possible, turn off all lighting in rooms and areas when not being used.
- ◀ Turn off lights when you leave for the evening and on weekends.
- ◀ Remove or minimize the use of personal appliances such as coffee

makers, space heaters, fans, plant lighting, toasters, microwaves and radios. Unplug these devices when not in use as those with internal clocks still use power. Consider establishing communal break areas to reduce this type equipment.



- ◀ Check break-room refrigerators, to make sure the temperature is between 38-42 degrees and the freezer between 0 - 5 degrees.

More suggestions and ideas will be offered in future newsletters and emails, but don't hesitate to do your own inventory. If you have suggestions or questions about the CHS energy saving efforts, contact your facility administrator for CHS-owned buildings, your building superintendent for buildings leased from the state and Lisa Detherage or Deborah Skinner at 502-564-6631 for privately leased buildings. ✓

Distance Communication Update

As resources become tighter we encourage you to consider utilizing interactive television to conference between two or more locations.

Contact our coordinator, Joe Allen Mattingly at

JoeAllen.Mattingly@mail.state.ky.us,

to learn more about the technology and how to set up an IT conference.

The CHS Training Schedule has been posted to the CHS Intranet at: <http://chsnet/employees/training/classes.htm>.

Upcoming Classes:

Sexual Harassment Prevention Training

The Equal Employment Opportunities

Commission's federal guidelines issued in 1980 recognized sexual Harassment as a form of sexual discrimination and declare sexual harassment illegal. Many of us remain in the dark about what actually constitutes sexual harassment and how to prevent and stop sexual harassment in the workplace. The first step to sexual harassment prevention is to maintain a heightened level of sensitivity to the unwelcomed behaviors.

To register for CHS/GOT/GSC/MARS training classes please contact Maranda Cummins, at Maranda.Cummins@mail.state.ky. ✓

HIPAA HOOPS



Where can you find it...

HIPAA is an acronym used to reference the "Health Insurance Portability and Accountability Act of 1996.

Questions:

1. Can you locate the CHS Privacy and Security Procedure? Make sure you know where to look when you have a question.
2. Is HIPAA in your work unit? Using the knowledge you have learned about HIPAA and protected health information take a walk around your work unit and see what non-compliance risks are in your own area. As you walk listen for confidential conversations in hallways, elevators, the cafeteria, and rest rooms; watch for exposed computer screens and papers; and note any workstations left on and unattended. Report what you find to your supervisor.

Answers:

1. <http://www.chsnet/employees/procedures/> (procedure # 19038)
2. Suggestions for safeguarding Protected Health Information:
 - Turn the paper face down and computer screens inward
 - Speak softly and avoid excessive use of individual identifiers in conversations
 - Make a habit of discussing health information in a more private place
 - Take care not to reveal health information to a third party (eg friend, spouse, etc.)
 - Secure fax machines and printers or monitor the transmittal
 - Never leave the photocopier when copying documents containing protected health information
 - Never leave file rooms unlocked and unattended

Close computer files or lock the workstation before walking away. ✓



The CHS Checkup is a newsletter for employees of the Kentucky Cabinet for Health Services. Please direct contributions or comments to the Office of Communications, 502-564-6786. View newsletters at the CHS website at: <http://chs.state.ky.us/> Printed with state funds.

